On your Computer Folder on a PC

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| 1. Open Outlook. Go to the Ribbon and select the **Home** tab. |  |
| 1. In the New section, select **New Items**. 2. When the menu appears, select **More Items** followed by **Outlook data file**. |  |
| 1. When the Create or Open Outlook Data File window appears, browse to the location where the file is to be located. Go to the **File name and change to whatever you wish (suggestion: Email on My Computer).** If you wish to add a password to the file, check the **Add Optional Password** checkbox. |  |
| 1. Click the OK button. **The folder you created ON YOUR COMPUTER now appears below the Exchange folders in the Outlook navigation pane on the left.** 2. You may move emails to these folders by dragging or selecting Move from the ribbon or a right click menu with the message selected. | PST1.PNG |